



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-031**
Issue Date: **2/7/05**
Closing Date: **5/6/05**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Human Resources Assistant (Employee Relations)
GS-0203-05/06/7
Full Performance Level GS-07
One Position
Competitive Service
Non Bargaining Unit

VACANCY LOCATION

U.S. Patent and Trademark Office
Chief Financial Officer/Chief Administrative Officer
Office of Human Resources
Employee Relations Division
Arlington/Alexandria, VA

AREA OF CONSIDERATION

All Sources/All Qualified Candidates
Current Federal Employees with Status
PTO Employees with Status
Reinstatement Eligible
DOC Surplus, Displaced Employees in local commuting area

Veterans eligible under the Veterans Employment Opportunities Acts (VEOA). That is veterans who is preference eligible **or** who have been separated from the Armed Forces under honorable conditions after substantially completing 3 or more years of continuous active service may apply under competitive procedures

SPECIAL HIRING AUTHORITIES

Veterans eligible under the Veterans Recruitment Act (VRA).
Veterans eligible with a 30% or more service-connected disability.

NOTE: THE CUT-OFF DATES FOR REFERRAL TO MANAGEMENT WILL BE EVERY THIRD WEEK UNTIL FILLED.

DUTIES:

The United States Patent and Trademark Office (USPTO), is a cutting-edge organization dealing with intellectual property issues around the world. The USPTO offers a family friendly work environment including flexible work schedule, on-site fitness center, on-site child care facility, casual dress policy, transit subsidy and by early this year will be fully located at our new state-of-the-art headquarters in Alexandria.

This position is located in the Office of Human Resources, Employee Relations Division performing employee relations and/or performance management technical and support duties. Assists with assigned portions of employee relations and/or performance management projects. In support of higher graded specialist, reviews a wide variety of statutory guides; bargaining unit agreements; and local policies, processes, and procedures to gather general and specific information for review and analysis. Receives telephone and written inquiries from management officials and employees for general and specific topical employee relations and/or performance management information. Conducts research to obtain the information necessary to provide a thorough response. Assists in maintaining or maintains employee relations and/or performance management files/records. Independently identifies and codes all personnel-related actions and maintains employee relations files and records.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have one year of **specialized experience** which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Education may be substituted for specialized experience at the lower grade level.**

Specialized experience involves performing employee relations and/or performance management technical and support duties. Work that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing.

GS-05 level: Applicants must possess one year of specialized experience equivalent to the GS-04 level OR have 4 years of education above the high school level.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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GS-06 and GS-07 level: Applicants must possess one year of specialized experience equivalent to at least the next lower grade level.

Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES: Incumbent will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Skill in various office automation software programs, tools, and techniques to support office operations.
2. Skill in organizing, and prioritizing work to coordinate multiple assignments.
3. Ability to communicate orally and in writing.
4. Ability to use customer service principles when communicating and dealing with others, e.g. co-workers, managers, supervisors, internal and external customers.

SELECTIVE FACTOR: Candidate must possess the following for consideration: None.

HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Application for Federal Employment **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. DD-214 and/or SF-15 to verify veteran preference claim/eligibility, if applicable.

FOR SPECIFIC INFORMATION CALL: Linda Majca (703) 305-4790 or Ronald Taylor (703) 305-4324

TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive (CPK-1), Suite 707
Arlington, VA



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

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8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. RELOCATION EXPENSES WILL NOT BE PAID.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.